

## PRESENTING A PROPOSAL TO HOST LTRC: PROCEDURES

1. The proposer/s should approach the ILTA President three years before the proposed conference and at least four months prior to the current year conference. (For example, those wishing to host the LTRC in 2021 would approach the President no later than April 4, 2018, four months before the July 2018 Conference in Auckland.) The President will discuss with the proposer some basic requirements for hosting the conference including the expectation that the conference will generate some revenue to support other ILTA activities.

2. The proposer will be invited to submit a proposal in the form of an MS word document together with a narrated PowerPoint or a video presentation of no more than 5 minutes' duration for presentation to the membership at the ABM where the proposal will be discussed. These files should be submitted to the ILTA President at least two months prior to the LTRC (e.g., a deadline of May 4, 2018 for LTRC 2018 (beginning July 4)).

The proposal should contain, at a minimum, the following information:

- Name, credentials and affiliation of the proposer;-
- Capacity statement (i.e. evidence that the proposer has an appropriate support team and that the hosting institution has the experience and resources, including an appropriate venue, to host an international conference);-
- Evidence of approval by the proposer's university/institution and any associated venue to host the conference (and, if relevant, indicative information about any local management fees);
- Proposed dates for the conference;
- Information about the location for the conference and reasons why it is an appropriate venue for LTRC (including any plans regarding hotels/ dinner venues/ trips in the area that might attract members);
- Information about accommodation costs;
- Ideas re possible theme/s for the conference.

3. Once submitted the proposal/s will be vetted by the ILTA Executive Board. The proposer/s will be advised within a month if any revisions are needed to the proposal or PowerPoint presentation before it is viewed and discussed at the ABM.

4. The revised PowerPoint presentation should be returned to the ILTA President *at least two weeks* prior to the ABM.

5. Time will be allocated at the ABM for viewing and discussion of the merits of any conference proposal/s. Note that only proposals for the conference three years hence will be considered by the membership (e.g., at the LTRC 2018 only proposals for 2021 will be considered). The proposer or a member of the proposing team should either attend the LTRC ABM or be available via Skype (or similar) to answer questions from members. (Note that no financial support is available to the proposer for conference attendance.)

6. Any proposal presented at the ABM will be posted on the ILTA Website following the ILTA ABM.

7. If there are competing proposals electronic voting (via the ILTA website) will take place around two weeks after the ABM with the final decision on the conference venue to be announced to the proposer/s and to the membership no more than one month later.